

Office of the Attorney General
Human Resources
Indiana Government Center South, 5th floor
302 W. Washington Street
Indianapolis, IN 46204
jobs@atg.state.in.us
317-232-7979 (fax)



JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

Administrative Assistant Consumer Protection/Medical Licensing Section

Duties:

- Typing and preparation of legal documents, memoranda and letters
- Log in and track mail manually and/or electronically
- Maintains working knowledge of state and federal civil court procedures and requirements.
- Document and record filing; identifies, collects and prepares documents in support of pleadings and motions at the direction of attorney
- Contacts boards to obtain information on cases
- Opens and closes cases
- Copies and faxes documents
- Answers telephones and responds to requests from the public, agencies and other internal or external constituents
- Orders, organizes and distributes office supplies
- Other assignments as assigned

Required:

- High School Degree or equivalent
- Excellent communication and organizational skills; computer skills must include word documents, excel spreadsheets and database knowledge
- Prior experience as an Executive Assistant or Administrative Assistant required